



Privacy Notice-  
Parent/Carer

Higham Lane School

Document Date: May 2018

Helping Learners Succeed

# Privacy Notice

## What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal data that we hold about them. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. Under data protection law we are required to publish this data. We comply with individuals’ right to be informed about how the school uses any personal data by providing ‘privacy notices’. This Privacy Notice explains how we process (collect, store, use and share) personal data about our pupils.

## Who are we?

We, Higham Lane School, Shanklin Drive Nuneaton CV10 0BJ, are the ‘data controller’ for the purposes of data protection law. This means we are responsible for how your personal data is processed and for what purposes. Higham Lane School is registered as the Data Controller with the Information Commissioner’s Office (ICO); Registration Number: Z3071923.

You can contact the School as the Data Controller in writing at: [DPO@highamlaneschool.co.uk](mailto:DPO@highamlaneschool.co.uk)

Our Data Protection Officer is the School Data Protection Officer at Warwickshire Legal Services (see below for contact details).

## What personal data do we process?

Personal data that we may process (collect, use, store and share - when appropriate) about you and your child includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents, pupil's name and home address
- Results of internal assessments and externally-set tests
- Pupil and curricular records and post-16 learning information
- Characteristics, such as language, nationality, country of birth, eligibility for free school meals, or special educational needs
- Exclusion/behavioral information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

We will also use special categories of data such as gender, age, ethnic group, sex, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

## Why do we use personal data?

We will process personal data for the following reasons:

1. Where we are required by law, including, but not restricted to:
  - To monitor and provide reports required by law in relation to the performance of pupils
  - To comply with the law regarding data sharing
  - To protect and safeguard pupil welfare
  - To Government agencies such as the Department for Education
  
2. Where the law otherwise allows us to process the personal data as part of our functions as a school, or we are carrying out a task in the public interest, including, but not restricted to:
  - To confirm a data subject's (parent/carer and pupil) identity
  - To protect and safeguard pupil welfare
  - To provide appropriate pastoral care
  - To communicate matters relating to the School to you
  - To enable payments to be made by you to the School
  - To ensure the safety of individuals on the School site
  - To aid in the prevention and detection of crime on the School site
  
3. Where we otherwise have your consent.

Whilst the majority of processing of personal data we hold will not require consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on the School site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your data in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

## Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

## How long do we keep your data for?

We keep personal data about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. These obligations can be located using the following link: [Information and Records Management Society's toolkit for schools](#).

## Who will we share personal data with?

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal data about pupils with:

- Local authorities, The Department for Education, Ofsted and Educators and examining bodies
- The pupil's family and representatives
- Suppliers and service providers, financial organisations and our auditors
- Health authorities and health and social welfare organisations
- Police forces, courts, tribunals and security organisations
- Professional advisers and consultants and professional bodies
- Charities and voluntary organisations

## What do we do with your data?

All personal data is held in a manner which is compliant with data protection legislation. Personal data is only processed for the purpose it was collected. The school monitors the personal data it processes and will only share personal data with a third party if it has a legal basis to do so (as set out above).

## National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, please see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census), please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Prospects Services who operate on behalf of Warwickshire Country Council. Prospects Services has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

For more information about Prospect Services, please visit their website at [www.prospects.co.uk](http://www.prospects.co.uk) or contact The Data Protection Officer, Prospect Services, Prospects House, 19 Elmfield Road,

Bromley, BR1 1LT. For further information on how your data will be used, please see the Warwickshire County Council Privacy Notice. Parents/carers, or pupils once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to Prospect Services.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **What are your rights with respect of your personal data?**

Individuals have a right to make a '**subject access request**' to gain access to personal data that the School holds about them, subject to a number of exceptions. In responding to a request, we will endeavour to do this in a timely manner within the legal time limit allowed. However, during school holidays, please be aware that this may become more difficult.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

To make a request for access to your personal data, you should contact:

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL  
schooldpo@warwickshire.gov.uk

**\*\*Please ensure you specify which school your request relates to\*\***

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

## Complaints

We take any complaints about our collection and use of personal data very seriously.

If you think that our collection or use of personal data is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL  
[schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk)

The law does not oblige the School to comply with all requests. If the School does not intend to comply with the request, then you will be notified of the reasons why in writing.

## Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>

Or Call 0303 123 1113

Or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer  
Higham Lane School  
Shanklin Drive  
Nuneaton  
CV10 0BJ  
Tel: 02476 388123  
[dpo@highamlaneschool.co.uk](mailto:dpo@highamlaneschool.co.uk)

## Review

The content of this Privacy Notice will be reviewed in May 2019